



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

**P. O. BOX 269101
Sacramento, CA 95826-9101**

NUMBER

03-44

27 October 2003

Expires 30 October 2004

FY04 INTRODUCTION TO SUPERVISION COURSE

1. The Introduction to Supervision Course is **MANDATORY** for technicians who have accepted a position as a supervisor. It is intended to prepare the new supervisor for his/her new role in the work force and to help make the transition from a non-supervisory technician responsible for *getting the work done*, to being responsible for seeing that *others get the work done*.

2. The role of a supervisor involves much more than seeing that the work gets completed. A new supervisor must gain or improve skills such as communication, flexibility, conflict management, team building, problem-solving, negotiating and mediating, and other skills that fall under the responsibility of the supervisor. It is important that a supervisor understand the personnel related laws, rules, and regulations.

3. To help prepare supervisors for their new role, four Introduction to Supervision Courses are being offered during the following year. For supervisors who have not attended this course the following dates are scheduled for this course:

- **26 – 30 January 2004**
- **19 – 23 April 2004**
- **19 – 23 July 2004**
- **18 – 22 October 2004**

4. All of these courses will be held at the Mather Field Armory, Classroom 1, 3754 Femoyer Street (off of Superfortress Avenue), Mather, CA 92655. Information regarding lodging, directions, etc. will be given at least one month before the course starts.

5. If you plan to attend one of these courses, choose the course dates you are able to attend and submit a DD Form 1556, Request, Authorization Agreement, Certification of Training and Reimbursement, and a request for orders (if applicable) and forward your request to your organization's personnel remote designee. Newly promoted supervisors will have priority consideration.

6. If you have any questions, please contact Marjorie Rodriguez, Employee Development Specialist at CAGNET 63493, DSN 466-3493 or (916) 854-3493.

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STUART D. EWING
First Lieutenant, CA ANG
Deputy, Human Resource Officer

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